

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**NATIVE AMERICAN SEXUAL ASSAULT & DOMESTIC VIOLENCE PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy, Senior Program Specialist
Tel: (916) 327-8700
Fax: (916) 327-5674
norine.hegy@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by July 20, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (IN Program)

2. Hand delivered by **5:00 p.m. on July 20, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (IN Program)

D. ELIGIBILITY

Only Native American Sexual Assault and Domestic Violence Program grant recipients funded in Fiscal Year (FY) 2006/07 are eligible to apply.

E. FUNDS

1. Source

The program is funded by the federal Violence Against Women Act (VAWA) S*T*O*P (Services*Training*Officers*Prosecutors) Formula Grant. The program is designed to promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The S*T*O*P Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women. The federal Office of Violence Against Women has recently clarified that the program does not prohibit male or minor victims of domestic violence, dating violence, sexual assault and/or stalking from receiving benefits and services under this program.

2. Amount

The total amount available for the program is \$416,564. Per the Violence Against Women Act of 2005, as amended, the state is meeting the 25% match requirement for all tribes, territories, and victim service providers. The amount of funding available for each applicant is \$104,141. Funding is contingent upon the availability of federal funds, passage of the State Budget Act, and continued compliance with the terms of the program.

3. Grant Cycle

The grant period will begin October 1, 2007, and end September 30, 2008. The applicant must budget for twelve (12) months.

F. PROGRAM INFORMATION

Native American sexual assault and domestic violence victims in California are severely underserved due to the lack of conveniently located or culturally sensitive services, lack of information regarding the dynamics of sexual assault and domestic violence and, in some cases, weak linkages between tribal communities and non-tribal criminal justice and victim service systems.

This program will target Native American women in California by continuing to fund current recipients to develop and implement projects aimed at addressing and impacting the issues of sexual assault, domestic violence, dating violence and stalking among Native American women. Projects are to provide outreach services and training regarding the dynamics of sexual assault and domestic violence perpetrated against Native American women; and provide linkages to available resources, including legal options. Projects may provide direct victim services if all the conditions delineated in Part II, subsection A.2.b. are met.

Original publications (written, visual, or sound) produced in whole or in part with VAWA S*T*O*P funds must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award No. _____ from the California Governor's Office of Emergency Services (OES). Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or OES. OES reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

The Grant Recipient Handbook, Section 5120, advises projects to notify OES sixty (60) calendar days in advance of intended publication. For this particular grant program, all such original publications must be submitted to OES for review and approval. OES is required to submit a copy of all reports and proposed publication resulting from this grant award to the Office on Violence Against Women twenty (20) days prior to public release.

G. PREPARING AN APPLICATION

Part III - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine (9) required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

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PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required.

2. Plan and Implementation

a. Objectives

There are five (5) mandatory objectives. The training and presentations in Objective 2 and Objective 3 must include law enforcement agencies. Additional objectives are not required; however projects have the option of developing additional objectives. The objectives must be measurable and quantifiable. Objectives must address the issues identified in the problem statement submitted in the FY 2006/07 grant application and support the achievement of the ultimate goal of the Native American Sexual Assault and Domestic Violence Program and the applicant's plan.

The activities must delineate a logical, well-developed, and effective plan to achieve the objectives. Activities describe steps necessary to achieve the objectives. Each activity must indicate the anticipated time frame in which the activity will occur/be completed and the staff position(s) that will implement the activity. Funded projects are required to participate in data collection, submit progress reports, and keep accurate records to document the project's progress in achieving the objectives.

The specific wording for the five (5) mandatory objectives is provided below. Use a separate piece of paper for each of the objectives. List the objectives on the left side of the page and activities on the right side.

Mandatory Objectives

1. The project will provide ____ community outreach programs addressing sexual assault and domestic violence to ____ community members between 10/1/07 and 9/30/08.
2. The project will provide SA/DV training to ____ agencies (such as social services, medical facilities, rape crisis and domestic violence agencies) for ____ attendees between 10/1/07 and 9/30/08.
3. The project will invite ____ agencies (such as social services, medical facilities, sexual assault and rape crisis centers) to provide training to ____ attendees of the Indian community between 10/1/07 and 9/30/08.

NOTE: For purposes of Objective 4 and Objective 5 “link” is defined as either escorting the victim to the service provider **or** contacting the service provider for the victim. A simple referral is **not** considered a linkage.

4. The project will link ____ Native American women to domestic violence service providers between 10/1/07 and 9/30/08.
5. The project will link ____ Native American women to sexual assault service providers between 10/1/07 and 9/30/08.

b. Direct Services

Projects will be allowed to provide direct victim services when all of the following conditions are met:

- The project’s plan for provision of direct services demonstrates that the needs of sexual assault and domestic violence victims will be adequately and appropriately performed by the project.
- The project employs or contracts with a licensed therapist to ensure that client confidentiality will be maintained by virtue of the therapist privilege.

If the applicant proposes to provide or continue to provide direct services, a narrative must be included in this application that addresses the three issues noted above.

c. Service Area Map

The Applicant’s Appendix must contain a **current** legible map that clearly shows the boundaries of the service area, the tribes within the service area, and the applicant agency’s location.

d. Operational Agreements (OAs)

At a minimum, Operational Agreements must be maintained with the domestic violence and sexual assault projects within the applicant’s service area. OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. They must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)). Do not submit Operational Agreements with this Application; however Operational Agreements must be on file by October 1, 2007.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA should you have additional budget questions.

Specific Budget Categories

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

OR

Each budget category requires line item detail including the calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded up to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/ or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

1. Personal Services – Salaries/Employee Benefits (OES A303a):

a) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

b) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

2. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

3. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Service Area Information;
- Service Area Map;
- Noncompetitive Bid Request, if applicable;
- Out of State Travel Request; OES 700, if applicable;
- Emergency Fund Procedures, if applicable; and
- Computer and Automated Systems Purchase Justification Guidelines, if applicable.



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LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9216
FAX: (916) 327-5674



Application Cover Sheet

RFA PROCESS

NATIVE AMERICAN SEXUAL ASSAULT & DOMESTIC VIOLENCE PROGRAM

Submitted by:

(Place name, address, and phone number of applicant here.)

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PART IV

CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to ensure a complete application is submitted to OES. The required forms may be acquired by selecting the FORMS link below, by going to www.oes.ca.gov and selecting *Recipient Handbook, Appendices, and Forms*, or by pasting this link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

FORMS

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION – Must be submitted with the Grant Award Face Sheet.
- ☐ SIGNATURE AUTHORIZATION AND INSTRUCTIONS – Signatures of the Project Director and Fiscal Officer are required.
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE – Signed by the official who signed the Grant Award Face sheet and by the official delegating the authority.
- ☐ PROJECT NARRATIVE
 - Problem Statement
 - Plan and Implementation
- ☐ PROJECT BUDGET
 - Budget Forms – OES A303a, A303b, A303c
- ☐ APPLICATION APPENDIX
 - Project Service Area Information;
 - Service Area Map;
 - Project Summary Non-Competitive Bid Justification, if applicable;
 - Noncompetitive Bid Request, if applicable;
 - Out of State Travel Request, OES 700, if applicable;
 - Emergency Fund Procedures, if applicable; and
 - Computer and Automated Systems Purchase Justification Guidelines, if applicable.

